



PROGRAM SPONSOR ALERT

Date: July 10, 2008

Number: 08-03

Subject: New “Inactive” Program Status

Historically, a program approved by the Commission or Committee on Accreditation is considered “approved” until the program is officially “withdrawn” or replaced by a new program operating under new standards. At the May 2008 meeting of the Committee on Accreditation (COA), the Committee took action to add a third category of educator preparation programs: “inactive.” This memo provides background information about the new “inactive” category, the procedures institutions may use to reclassify an “approved” program to an “inactive” program, and the implications of such classification on an institution’s accreditation activities.

Rationale for the Establishment of Inactive Status

Establishing the inactive status achieves three major goals:

- 1) It clarifies the number and types of educator preparation programs actually offered and operated by California institutions
- 2) It clarifies the expectations of programs that are not formally withdrawn but that have no enrolled students in the accreditation process
- 3) It streamlines the process for institutions to “reactivate” programs in contrast to the formal program review process.

The Commission’s list of approved programs now includes all programs that have successfully completed the Commission’s approval process, regardless of whether a program is in operation or whether there are any candidates enrolled in the program. All “approved” programs are listed on the Commission’s website for the benefit of members of the public and interested consumers and are required to take part in all aspects of the accreditation process including biennial reports, program assessment, and site visits. Programs are withdrawn only after a formal request by the institution and official action by the Committee on Accreditation. Institutions can only withdraw programs that have ceased admitting students and have no students enrolled in coursework or fieldwork. Withdrawn programs are not listed on the Commission’s website and are not required to be part of the accreditation activities for the institution. However, in order to “reactivate” a withdrawn program, an institution must participate in the Commission’s approval process including a review of all program documents.

Many of the current “approved” programs are not currently operating; however, their sponsoring institutions have not requested formal withdrawal of the program by the COA because of the

possibility that they may choose to offer the program in the future. Many times, institutions refer to these programs as “suspended” or “postponed.”

The inability to distinguish programs that are approved but not active from those that are active creates confusion for the consumer and for the Commission about which educator preparation programs are operating in California at any given time. In addition, this situation leads to confusion on the part of program sponsors as to what is expected for the purpose of accreditation. Further, if an institution chooses to withdraw a program but subsequently decides to reactivate it, the institution needs to resubmit a new program proposal and go through the formal approval process.

Definition of an Inactive (yet Approved) Program

By establishing a new inactive status, the COA addresses the issues described above. An inactive program may be so deemed by the COA if it is a program that: 1) is not currently operating; 2) is no longer admitting new students; 3) has no existing enrolled students; and 4) might be re-activated by the institution in the future. Inactive programs will not be allowed to recommend candidates for a California credential.

Procedure for deeming a program “Inactive”

The following procedures must be followed in order to have a program deemed “inactive.”

- The institution or program sponsor notifies the Executive Director of CTC of its intention to declare the program inactive. This may be done by completing the attached form or submitting a letter on institution letterhead, signed by the head of the unit. The program can only be deemed inactive when the current candidates have completed the program. The notification to the Commission’s Executive Director must include the anticipated date that the inactive status will begin.
- The notification must include the date in which candidates will no longer be admitted to the program.
- Candidates already admitted to the program are notified in writing by the institution or program sponsor that the program is seeking inactive status. The institution or program sponsor determines a date by which all enrolled candidates will be able to finish the program. The institution assists enrolled candidates in planning for the completion of their program. The institution files the list of candidates and date of their program completion with the Commission.
- Following the date after which candidates will no longer be enrolled, as determined by the institution, the program may no longer operate and the institution may no longer recommend candidates for the credential until such time as the program is re-activated. The program will be listed on the Commission’s web page as “Approved but inactive.”
- An inactive program may stay on inactive status for no longer than 5 years. After five years, the program sponsor must determine whether the program should be withdrawn permanently or reactivated.

Reactivation of an Inactive Program

One of the benefits of an inactive status as contrasted with the formal withdrawal of a program is a more streamlined process to reactivate the program.

The following procedure must be followed:

- The institution submits a request to the Committee on Accreditation and the Committee takes action to reactivate the program. If the program standards have not changed since the date when the program was deemed inactive, no further documentation is necessary.
- Although staff will place the request on the agenda for the next regularly scheduled meeting of the Committee, an institution should be cognizant of the COA schedule and plan the reactivation of the program accordingly.
- If the program standards under which the program was approved have been modified, the institution or program sponsor must address the updated standards before the program may be re-activated.
- No candidates may be recommended for a California credential unless the COA has formally acted to reclassify an “inactive” program to an “approved” program.

Implications for Accreditation

An inactive, yet approved, program will be included in accreditation activities in a modified manner. The specific requirements for inactive programs for the purpose of the biennial reporting process and program assessment will largely depend upon the year of the accreditation cycle in which the program was deemed inactive. For instance, because the Biennial Report Process requires candidate assessment data for the prior two academic years, it is possible that a program deemed inactive but which had candidates in the prior two academic years will have to continue to submit data until the reporting period no longer generates candidate data. For the purposes of Program Assessment, the inactive program would participate in the activity in a modified manner depending largely depend upon the year in which the program was deemed inactive. For the purposes of site visits, inactive programs will most likely not be part of a site visit review, but depending on the timing of the declaration of inactive status, the COA might require the program to participate in the site visit.

The Commission’s *Accreditation Handbook*, currently under development and available in fall 2008, will contain more information on the implications of an inactive program for accreditation.

The Commission would encourage all institutions with Commission approved programs not currently admitting or enrolling students, but that do not want to request a formal withdrawal due to the possibility of reactivating the program, to consider requesting “inactive” status. Please complete the attached form or submit a letter that includes all the required information to:

Teri Clark
Administrator of Accreditation
Professional Services Division
1900 Capitol Avenue
Sacramento, CA 95811

Should you have any further questions, please contact Teri Clark, Administrator of Accreditation at tclark@ctc.ca.gov.



Application to Request Inactive Status (For Currently Approved Programs)

The institution listed below requests that a CTC approved educator preparation program be reclassified from “approved-active” to “approved-inactive.” We have read and understand the terms and procedures required for inactive status, including that the Commission will no longer accept recommendations for credentials from this program while on “inactive” status. In addition, we understand inactive programs will participate in accreditation activities in a modified manner, as specified in the *Accreditation Handbook*, and that Committee on Accreditation action is required for reactivation of the program.

Date of Application Submitted: _____

Institution: _____

Name of Approved Program: _____

Type of Credential: _____

Semester/Quarter/Term for Last Candidate(s) to be Admitted: _____

Date/Anticipated Date of Completion for Last Candidate(s) Enrolled: _____

Number of Students Currently Enrolled as of Date Form Completed: _____

Requested Effective Date for Inactive Status: _____

Signature of Unit Head (Dean, Superintendent)

(Title)

For Commission Use Only:

Date of COA Action _____ Approved/Denied _____

Effective Date of Inactive Status _____